

**Please Note: In order to qualify for Public Assistance (Infrastructure) Funding your county must 1<sup>st</sup> be designated eligible for Public Assistance by FEMA.**

For more information on Public Assistance (Infrastructure) please visit the Public Assistance section of the FEMA website at <http://www.fema.gov/government/grant/pa/index.shtm>

### **Roles and Responsibilities**

**The Grantee** is the State government to which the Public Assistance grant is awarded. The grantee is accountable for the use of the funds provided by FEMA and is responsible for providing the grantee portion of the non-federal share of the grant amount. The grantee is also responsible for notifying the subgrantee (applicant) that funds are available and for disbursing those funds to the subgrantees.

The State must use methods and procedures for payment that minimize the time between the transfer of funds and disbursement by the State in accordance with Federal cash management requirements. The grantee is also responsible for providing technical advice and assistance to eligible applicants, ensuring that all potential applicants are aware of the available assistance programs, providing support for damage assessment operations, and submitting the necessary paperwork for grant awards.

The **Subgrantee (Applicant)** is accountable to the grantee for the use of the funds provided by FEMA. It is the subgrantee's responsibility to attend the Applicants' Briefing to learn about the necessary paperwork to apply for Federal assistance and documentation required for the Project Worksheet process. Subgrantees should submit a Request for Public Assistance at the Applicants' Briefing or not later than 30 days after designation of the County. Subgrantees should provide documentation and personnel to work with FEMA and the State in the damage assessment and project application processes. In order to be reimbursed for all eligible disaster recovery costs, subgrantees must identify all damages to the State and FEMA.

The **Applicant Liaison (Liaison)** is the State's customer service representative assigned to work with applicants and the PAC. The Liaison is responsible for providing applicants with specific information on State regulations, documentation and reporting requirements. The Liaison is also there to provide technical assistance, when requested, and can help in the identification of Hazard Mitigation opportunities.

The **Public Assistance Coordinator (PAC)** is a customer service representative assigned to work with an applicant from declaration to funding approval. The PAC is trained in public assistance policies and procedures and will guide the applicant through the steps necessary to receive funding. This individual is the manager of the Case Management File (CMF) that contains the applicant's general claim information as well as records of meetings, conversations, phone messages and any special issues or concerns that may affect funding.

The **Project Officer (PO)** is a resource for the applicant. A PO is knowledgeable about eligibility and Special Considerations, and will take the lead in working with the applicant to develop scopes of work and cost estimates for large projects. The PO is responsible for identifying the need for Specialists and working with the Public Assistance Coordinator (PAC) to ensure appropriate personnel are assigned to assist in large project development. It is the PAC's responsibility to identify when POs are needed and to update the PO on pertinent applicant requirements before assigning the PO to the field.

A **Specialist** is another resource for the applicant. Specialists may have specific expertise. Specialists with an expertise in a specialty area will assist POs with large project development and PACs with project review. Specialists with an expertise on Public Assistance Program eligibility will assist applicants with small project development, if needed, and will conduct small project validations. As with the PO, it is the PAC's responsibility to identify when Specialists are needed and to update the Specialist on pertinent applicant requirements before assigning the Specialist to the field.

The **Public Assistance Officer (PAO)** is the Federal official specifically responsible for administering the Public Assistance (PA) Program during disaster operations. As the program manager, the PAO: 1.) Advises the Federal Coordinating Officer on all PA Program matters, manages the operation of the public assistance staff and any coordination between the PA Program and other arms of the Federal disaster recovery effort, 2.) Works with State counterparts to ensure that the PA Program is effective in meeting the needs of Applicants and 3.) Ensures that the PA Program is operating in compliance with all laws, regulations, and policies. Typically, a State PAO is also designated. The State PAO has similar responsibilities within the State organization, but is also responsible for keeping Applicants informed and educated and for working with Applicants to resolve problems.